

West Virginia University Airplane Reservation Form

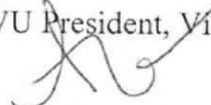
1. General business purpose for trip: Attend State Journal's Who's Who in WV Business awards luncheon
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

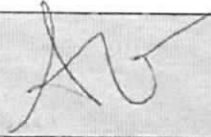
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	6/13/2016	MGW		CRW
2	6/13/2016	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	On June 13, President Gee will be honored at this event with the Lorenelle White Lifetime Achievement Award. President Gee will speak at this event with Congresswoman Shelly Moore Capito giving the keynote address. WVU sponsored a table at this event. Diane Lewis, WVU BOG members and prominent Morgantown businesswoman, attended and sat at WVU's table. Luella Gunter of the WVU Foundation also attended and represented WVU at this event. The State Journal has built several traditions throughout its 30-year history. The most prestigious of those is the annual Who's Who in West Virginia Business award, which honors people who make a difference in West Virginia's business climate.	4
2	Diane Lewis-Jackson		WVU President's Office/ Board of Gov. member	WVU President's Office/ Board of Gov. member		4
3	Luella Gunter		WVU Foundation	WVU Foundation		4

5. Lead passenger name / cell number: Gee- on file
6. Ground transportation:
 No ground transportation required.
 I prefer to set up my own ground transportation.
 I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:
 No catering required.
 Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:
X  Printed: Amy Garbrick Date: 6/10/16

For internal use:		Date sent to LJ Aviation: <u>6/10/16</u>
9. Approved by WVU President's Office:	_____	_____
Printed name: <u>Amy Garbrick</u>		Updated: 12/29/2014